

Use of Office Equipment and Supplies by the Public

Purpose

Office equipment and supplies are funded by municipal appropriation and are intended for use by staff only in the execution of their duties.

Policy

1. Office equipment (e.g. paper cutters, staff computers) is not available for use by the public.
2. The public shall not send/receive faxes for personal use and should not be given the library's fax number. If a person does indicate they are receiving a fax, s/he should be referred to the Library Director's office.
3. Supplies such as pencils, rulers, and scissors may be given to the public for use within the library. Patrons should be reminded to return these to the desk. The public may use staples and scotch tape in small quantities. Staff should exercise judgment as to whether an individual is abusing this privilege.
4. The public may use the library telephones only in an emergency. Exceptions may be made according to staff's judgment. It is preferable for the staff to make the call for the individual.

Adopted by the Board of Trustees 12/14/04; Amended 11/8/11